
WAUKESHA COUNTY BOARD

EXECUTIVE COMMITTEE

MAY 20, 2013

Committee Members Present:

Chair Paul Decker	Patricia Haukohl	Gilbert Yerke	James Heinrich
Dave Falstad	Duane Paulson		

Dave Swan was excused from the meeting to attend the WCA Highway Committee meeting.

Others Present:

Chief of Staff Mark Mader	Internal Audit Manager Lori Schubert
Programs and Projects Analyst Windy Jicha	Legislative Policy Advisor Sarah Spaeth
Director of Emergency Management Richard Tuma	Emergency Management Coordinator Bill Stolte
Principal Financial Projects Analyst Bob Ries	Supervisor Larry Nelson
Daryl Enriquez	Eric Deselich from Tetra Tech
Program and Projects Analyst Kathy Schwei	

Decker called the meeting to order at 8:32 a.m. and led the committee in the Pledge of Allegiance.

Correspondence

A list of correspondence was distributed.

Approve Minutes of April 15, 2013

Motion: Haukohl moved, Yerke second, to approve the executive committee minutes of April 15, 2013.

Motion carried 6-0.

Approve Minutes of April 23, 2013

Motion: Falstad moved, Heinrich second, to approve the executive committee minutes of April 23, 2013.

Motion carried 6-0.

Presentation and Consideration of Emergency Management Operations Audit

Deselich explained the audit process including document review, staff and stakeholder interviews, assessment, draft report presentation and discussion with Waukesha County management. Deselich reviewed the executive summary found on pages 1 and 2 of the audit focusing on table 1 (EMAP compliance summary). Waukesha County's compliance in 62 of the 64 Emergency Management Accreditation Program (EMAP) activities indicates that the majority of Waukesha County's Emergency Management's (WCEM) activities meet or exceed nationally recognized measures for emergency management programs.

Decker asked is Waukesha County involved in hazardous materials clean up? Stolte said the responsible parties are responsible for mitigating these situations. Stolte makes the initial assessment and then contacts and coordinates with the department of natural resources (DNR) spills coordinator. The state and the county communicate to make sure clean up and compliance are handled appropriately. He also contacts the environmental protection agency (EPA) when necessary.

Heinrich asked is the county concerned about dwindling federal emergency management grant funding? Deselich said homeland security and other grants have been cut nationwide. There is a recommendation in

the report that Waukesha County needs to assess the role of Citizen and Organization Active in Disasters (COAD) program in light of funding reductions and adjust plans accordingly. In regards to table 8 on page 11, Haukohl asked will the county receive grant funding for years 2011 – 2013? Stolte said the federal government cut Urban Areas Security Initiative (UASI) funding in 2011. Grants from 2010 have three-year expenditure periods so the county's UASI grant funding will close out in September 2013. The department will submit ordinances in the coming months to accept grant funding for training. Tuma said Waukesha County is no longer part of UASI.

Deselich reviewed table 2, the summary of issues and recommendations including management's response. Deselich said the recommendations listed are not compliance issues. The auditors had to dig to find recommendations because Waukesha County has one of the best emergency management programs his office has ever seen and staff are doing a great job.

Summary of Issues

1. Set program goals for training and exercise on the comprehensive emergency management plan (CEMP).
2. Implement a system to track post-event corrective actions.
3. Develop an inventory of emergency facilities.
4. Develop usable data formats for chemical facility information.
5. Maintain training and exercise focus on the CEMP.
6. Establish priority restoration of services agreements.
7. Develop an emergency operations center (EOC) standard operating guide.
8. Compile a list of inventory assets and develop a robust system for allocating resources.
9. Develop an effective resource tracking system within the EOC.
10. Assess the role of Citizens and Organizations Active in Disasters (COAD).
11. Assess the cost/benefit of no-cost mutual aid assistance.
12. Conduct additional E-Sponder training to include additional department staff.
13. Identify additional space needed for EOC activities/functions.
14. Conduct a poll across departments to identify EOC training gaps and conduct EOC training to address outstanding gaps.
15. Ensure corrective actions for real-world incidents are tracked using WCEM's newly developed system.

The following comments/questions arose during review of table 2.

Stolte said the department began the groundwork for an EOC standard operating guide when developing the CEMP. The work on the CEMP and standard operating guide is an ongoing process as technology and other factors change and lists need to be updated. Deselich said EOC standard operating guides allow users to find data more quickly during emergencies and replace the CEMP.

Decker asked is redundancy built into the CEMP? Stolte said redundancy is interwoven into priority setting activities, finding resources and accomplishing, developing and executing plans and logistics.

Haukohl said she finds it difficult to believe the county is not tracking equipment (*recommendation 8: Compile a list of inventory assets and develop a robust system for allocating resources*). Stolte said several departments maintain robust systems which track and monitor equipment. The auditors are recommending one accessible, searchable list for all county equipment. Deselich said one searchable county system would allow staff to better develop solutions during emergencies. Currently during

emergencies, department heads have to grant permission to emergency management staff to access department specific databases.

Yerke asked did the county just complete the request for proposal (RFP) process for an asset management system? Falstad said that system will only fulfill part of the request. A system is needed to track assets including what equipment is available for use. Deselich said many jurisdictions use a standard paper system to track assets across the organization. The forms are critical during emergencies and also after for reimbursement purposes.

Haukohl asked could staff attend E-Sponder training during or after work? (*Recommendation 12: conduct additional E-Sponder training to include additional department staff.*) Stolte said there are valid reasons why people are not attending E-Sponder training. Attending training after work creates overtime and costs more than sending staff during regular shifts.

Haukohl asked should the county expand the EOC to accommodate needs at this time or wait until another community joins the center? (*Recommendation 13: Identify additional space needed for EOC activities/functions.*) Tuma said the capital project to expand the dispatch area was modified to include expansion of the EOC. It is less expensive to do both projects at the same time. Stolte said once the decision is made to expand the center, workflow and needs will be evaluated to build the project scope. Paulson said an alternate less expensive solution than expansion would be building a road directly to the Exposition Center for the use of those facilities.

Deselich said Waukesha County's program is close to being nationally accredited, a difficult level to achieve. There are only 28 states and 13 to 15 local programs compliant. This report, the first step toward accreditation, would be sent to EMAP. EMAP will validate the report and write a follow up report. Some states offer benefits for being accredited but Deselich is not aware of any such benefits in Wisconsin.

Haukohl said table 3 outlining program activity analysis is confusing. No time is allocated to the activities and it is not clear if the table captures incidents or activities. Stolte said the table is a means to categorize and validate work done by the emergency management staff and is not a time study. There are specific and defined activities associated with each functional group with some overlap between the categories. Some activities may take five minutes while others take seven to eight hours. In response to Haukohl's question, Stolte said the percentage of tasks completed in each category gives the department an idea of how work efforts are allocated.

Heinrich asked will EMAP compliance suffer as grant funding dwindles? Stolte said compliance will not suffer. A large amount of staff time will become available when grants monitoring is no longer required. UASI funding provided equipment to help staff do their jobs more efficiently. He is hopeful the department will track equipment life and plan accordingly.

Deselich said everything emergency management is doing aligns with the county's vision, mission, goals and objectives. The program is exemplary and staff is doing an amazing job. He is amazed at the amount of work accomplished with only two staff members.

Motion: Haukohl moved, Heinrich second, to accept the emergency management operations audit. Motion carried 6-0.

Discuss and Consider Ordinance 168-O-017: Amend Waukesha County Code of Ordinances to Modify Waukesha County Investment Policy

Ries said a response to the recent RFP for banking services offered to provide an irrevocable standby letter of credit issued by a federal home loan bank to secure deposits. Research revealed that this type of arrangement is becoming more popular. The county's bond counsel reviewed the process and proclaimed the arrangement as safe as current options outlined in the county code. The bank that proposed this option was not awarded the bid but the county felt it appropriate to include this option in the code.

In response to Paulson's questions, Ries said the county's investment policy outlines the agreement investment institutions must enter into when acting as a depository for the county. The policy is designed to keep the county's funds safe.

Haukohl asked does the policy allow banks to pledge sufficient liquid assets? Ries said a letter of credit issued by a federal home loan bank would work in the same manner as securities collateral. Yerke asked how secure are federal home loan banks? Ries said the banks would need to be Aaa rated. Falstad asked would this change make Waukesha County more vulnerable? Ries said the bond counsel did not indicate this would increase the county's vulnerability. Ries said dealing with a letter of credit would be easier to deal with than the current policy.

Paulson asked is there an escape clause if the federal home loan bank fails to achieve Aaa rating? Ries said the bank would be expected to secure a new letter of credit from a different Aaa rated bank or some other acceptable line of credit or the county could cancel the contract.

In response to Yerke's question, Ries said use of a this new policy would most likely not need to be considered until the new bank contract ends in five years.

Decker asked what is the advantage to the county? Ries said the letter of credit is as secure as the methods currently used. Falstad asked who is pushing for the change? Ries said US Bank bid with this type of arrangement and indicated that all of their government cases would be bid this way. Ries wanted to make the option available to other banks. Banks believe this strategy will help them achieve better stress test results. The federal government views this strategy as more affordable for the banks. Falstad asked would banks pass advantages on to the county? Ries said no pricing advantages were evident in the recent bid from the bank proposing the letter of credit.

Heinrich said perhaps this will provide additional competition between investment banks or improve rates and other amenities. He does not see any downside to the new policy. Paulson said standards are usually lowered when money is easier to secure. Paulson said he will support the ordinance but it doesn't give him a "warm comfy feeling." Decker said the change will allow the county to be more competitive without any additional risks. Haukohl said she will support the ordinance but is wary of offering new and special ways for banks to handle the county's money and has reservations about the policy change.

Yerke said the county should stick with the terms of the five-year contract and not change terms once the contract is approved. Ries said the contract is based on the RFP and he does not anticipate the winning bid to change methodology midway through the contract. The contract will not change unless the bank requests changes.

Motion: Heinrich moved, Falstad second, to approve Ordinance 168-O-017. Motion carried 6-0.

Discuss and Consider Executive Committee Meeting Schedule

Decker said Supervisor Swan was asked to run for vice president of the Wisconsin County Highway Association (WCHA) Board of Directors. Being an executive member of WCHA is important for economic development and because the commission considers highway funding. The three-year commitment is very prestigious for Waukesha County and would put Swan at the state level to deal with this county's most important expenditure. Unfortunately, the WCHA meets at the same time as this committee. Decker suggested holding the executive committee meetings on Thursday mornings.

Committee members debated holding meetings on Wednesday mornings, Thursday mornings and Thursday afternoons (the week prior to county board meetings) but dismissed the options because of conflicts with members' other commitments. Heinrich suggested meeting in the evening. Mader suggested holding meetings on Friday mornings. Mader informed the group that meetings held Thursday afternoons or later the week before a county board meeting produce minor problems including executive committee votes being excluded from county board meeting packets and ordinances taken out of sequence increasing the number of amendment explanations on the board floor. The change would require the committee's understanding and cooperation.

The committee agreed the meetings could be held on Fridays prior to county board meetings. Decker said meeting dates would be flexible. Spaeth said staff will work around committee members' schedules. Paulson said he prefers a set meeting date and does not want flexibility. Decker said there will be a set permanent time unless the meeting date/time has to be changed for someone's schedule. Decker said the change would not go into effect until August. Spaeth said Swan does not know yet if he won the spot.

Discuss and Consider the Following Appointments

Motion: Haukohl moved, Paulson second, to approve the following appointments en masse.

168-A-004: Richard Mace to the Wisconsin River Rail Transit Commission

168-A-005: Kathleen Novack to the Community Development Block Grant Board

168-A-006: Stephen W. Welch to the Community Development Block Grant Board

168-A-007: Larry Nelson to the Community Development Block Grant Board

168-A-008: Fred Muenkel to the Community Development Block Grant Board

Motion carried 6-0.

County Board Committee Reports by Committee Chairs for the Following 2013 Meetings:

Land Use – April 16 – Heinrich reported the committee approved three ordinances at this meeting.

Finance – April 17 and 23 – Haukohl said at the April 17 meeting, the committee approved two contract procurements processes and six ordinances and had a presentation on the year-end general funds report. The committee also went into closed session to discuss a workers compensation claim. At the April 23 meeting, the committee approved the \$17M bond ordinance.

Legislative Update

Spaeth said Waukesha County's transportation funding will be reduced but the reduction is manageable and fair across the state. The joint finance committee is reviewing 911 funding. Circulating motions propose repealing the 75-cent police and fire protection fee effective July 1, 2015 and modifying the existing 40-cent maximum landline fee to a flat 40-cent monthly fee for all devices capable of dialing 911. Fees collected from the current structure go towards shared revenues while fees collected in the new

structure would go to Public Safety Answering Points (PSAPs). Waukesha County supports the fee structure change even though it reduces shared revenue.

Spaeth said reversing proposed reductions in courts funding is Waukesha County's top priority. The legislature is expected to restore some of the funding and possibly introduce bail bondsman licensing legislation. Waukesha County is not opposed to the proposed legislation but needs time to study the issue. Spaeth said Waukesha County eliminated bail bondsman many years ago.

Falstad and Haukohl requested Spaeth update committee chairs as county and/or department head legislative issues develop. Decker said he and Spaeth decide what information is shared with the board and/or committee chairs. The legislative chart emailed to chairs weekly and legislative updates at committee meetings provides adequate legislative information.

Spaeth said a motion was introduced to the joint finance committee prohibiting local governments from enacting local ordinances for construction site erosion control or storm water management that are stricter than the statewide standards established by DNR. Haukohl asked how is the department of parks and land use reacting to this? Spaeth said Dale Shaver may call Senator Mary Lazich. Haukohl said she would like the department of parks and land use and the county board land use committee to get involved. Spaeth said this item was tucked into a motion and is now in the budget bill. Once in the budget bill, items are hard to remove.

Spaeth said motion 153, which modifies the governor's proposal to change the carry forward adjustment under county and municipal limitations, was introduced and approved. Circulating motion 236 expands statutory language requiring counties, cities, villages and towns with populations in excess of 5,000 to participate in the state department of administration's internet-based disclosure of expenditures reporting requirement by July 1, 2015.

Spaeth said she will be designing personalized newsletters for supervisors. Spaeth discussed possible newsletter articles and ways supervisors could build their constituent email address books. Heinrich said supervisors should be careful about releasing newsletters during election seasons. Decker said newsletters would be informative, contain no opinions, be released biannually to promote supervisors' good work and keep constituents informed. Spaeth said she can also design brochures for supervisors to distribute at parades. Decker said the county board's limited budget does not allow for paper copies of brochures and newsletters. Paulson said supervisors could build their own websites linked to the county website.

Mader reminded the committee of the joint finance, human resources and executive committees meeting on June 19.

Motion: Paulson moved, Heinrich second, to adjourn the meeting at 11:19 a.m. Motion carried 6-0.

Respectfully submitted,

Dave Falstad
Secretary